

**SOCIAL WORKERS SECTION  
EXAMINING BOARD OF MARRIAGE AND FAMILY THERAPISTS,  
PROFESSIONAL COUNSELORS AND SOCIAL WORKERS  
MINUTES  
JULY 24, 2003**

**PRESENT:** Crystal Berg (left at 12:09pm), Jennifer Borup, George Kamps, and Douglas Knight

**EXCUSED:** None

**STAFF PRESENT:** Kimberly Nania, Ph.D, Bureau Director; John Schweitzer, Legal Counsel; Gina York, Minute Taker; Division of Enforcement and other Staff

**GUESTS:** Marc Herstand, NASW; Joanne Barndt, UW-Milw/WCSWE; Carol Thomas, Winnebago Mental Health; Julie Schablasky, Winnebago Mental Health; Lorna Lewis, Upper Iowa University; Judy Martin, UW-Green Bay; Lynne Chevalier-Ray, Children's Service Society of WI.

**CALL TO ORDER**

George Kamps called the meeting to order at 9:18 a.m. A quorum of four members was present.

**AGENDA**

**Addendum to the Agenda:**

- Under Presentation of Proposed Stipulations After Mailing of the Agenda – Add: Gail E. Wolf
- Closed Session, Add as Item J: – Deliberation of Proposed Stipulation Regarding Gail E. Wolf

**MOTION:** Jennifer Borup moved, seconded by Douglas Knight, to approve the agenda as amended. Motion carried unanimously.

**MINUTES OF JUNE 26, 2003**

**Amendments to the Minutes:**

- Page 2, Under A CE Audit Was Conducted This Past Biennium – Second line delete “licensees” and replace with “all credential holders”.

- Page 3, Under Presentation of Proposed Stipulations – Rewrite Paragraph as follows:  
“There was a discussion on the possibility of forming a process for the Joint Examining Board to resolve disciplinary issues, of a more severe nature, that are brought before more than one Section. Legal Counsel, John Schweitzer, will discuss this with the Joint Board.”
- Page 7, Under Deliberation of Hearing, Nancy Johnson – In Motion: Delete “independent clinical social worker” and insert “clinical social worker”.
- Page 7, Under Deliberation of Application, Jennifer Eades – In Motion: Delete “the application of” and re-write motion to read: “to approve Jennifer Eades to take the exam for Basic Social Worker.”
- Page 7: Entire Section of Application Names was missing. Insert the Heading “Application Review” and place all names and their status after the Division of Enforcement – Case Status Report Section.
- Page 7: Move Motion for Applications out of “Case Status Report Section” and place it under the correct heading “Application Review”.

**MOTION:** Douglas Knight moved, seconded by Crystal Berg, to approve the minutes as amended. Motion carried unanimously.

## **ADMINISTRATIVE REPORT**

Kimberly Nania, Bureau Director, provided an update to the Section regarding budget issues and its effect on the Department. Further reductions may be needed. Two areas identified by the Department as large expenditures were in printing and postage and is currently being looked at. Secretary Strong Hill met with Board Chairs asking for their input on ways to reduce costs without sacrificing protection of the public.

Dr. Nania reviewed with the Board travel information provided in a memo by the Department of Administration to all agencies. She also reviewed the Department’s hotel policy for no shows it is as follows:

### **DEPARTMENT POLICY**

1. If the Board Member is not going to use the reserved hotel room, it is the ***responsibility of the Board Member*** to cancel the room by calling the hotel themselves. If the room is not cancelled, the Board Member would be responsible to pay the bill.
2. If we cancel a meeting because of lack of quorum or no business, it should be the Department’s responsibility to cancel any room reservations.

Dr. Nania, briefly reviewed with the Section the process of the fee study by Grant Thornton for the Department and factors considered when looking at licensing fees. As shared at a previous meeting the Joint Finance Committee defeated the proposal and there will not be an increase in licensing fees for any profession.

## **PRESENTATION OF PROPOSED STIPULATIONS SIGNED AFTER MAILING OF THE AGENDA**

One stipulation was presented before the Section, regarding Gail E. Wolf.

## **SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES**

John Schweitzer, Legal Counsel reviewed the report with the Section.

## **TRAINING CERTIFICATE COURSES FROM WESTERN WISCONSIN TECHNICAL COLLEGE (WWTC)**

Western Wisconsin Technical College requested approval to develop training certificate courses. The Section discussed the lack of availability of the training certificate courses in the western part of the state. To distance learning courses from Upper Iowa were approved at the Social Worker Section meeting held June 26, 2003. Technical school courses may be accepted by the Section if the school can get an accredited BSW Program to accept these as transfer courses and provide documentation of same to the Section. Jennifer Borup will post questions on her list serve for feedback on how others are handling transfers of such courses. Further discussion will continue at the next Section meeting.

## **DISCUSSION OF DISTANCE EDUCATION COURSES FOR TRAINING CERTIFICATES**

The Section reviewed and approved two courses at the last meeting. Linda Hanes, from Upper Iowa and Jennifer Borup have been communicating regarding the most current information for teaching courses using the distance education format. Jennifer Borup will provide research information she has gathered at the next meeting for further discussion by the Section.

## **PRESENTATION OF COURSE WORK REQUIRED TO MEET LCSW REQUIREMENTS FOR CLINICAL SOCIAL WORK CONCENTRATION JUDY MARTIN**

Judy Martin, UW-Green Bay presented information to the Section regarding MSW course work with a clinical emphasis for meeting the LCSW requirements. Dr. Martin shared that this is a collaborative agreement between UW-Oshkosh and UW-Green Bay with most classes being held in Appleton. The Section discussed at length and recommended that a syllabus for these courses

be on file with the Department of Regulation and Licensing, Education Office. Dr. Martin agreed to compile a list that can be provided to students on what they will be required to do to acquire licensure and she will submit all the syllabi for these courses for review and approval at the next Section meeting.

### **DISCUSSION REGARDING SWTC COURSES BY TECHNICAL COLLEGES ARE THEY FOUR CREDIT CAMPUS'S**

This topic has been postponed to the next Section meeting for further discussion.

### **CORRESPONDENCE REGARDING SOCIAL WORK FIELD CHRIS MITCHELTREE**

The correspondence from Chris Mitcheltree was reviewed by the Section. John Schweitzer, Legal Counsel will respond and include the social work brochure and refer him to the federal social work website.

### **DENIAL HEARING REGARDING KIMBERLY LEWIS**

The denial hearing for Kimberly Lewis was held at 10:30 a.m. and will be deliberated upon in closed session.

### **APPEARANCE REGARDING APPLICATION FOR GINA SCHAEFER**

An appearance by Gina Schaefer before the Section occurred at 11:00 a.m. today and will be deliberated upon in closed session.

### **NOMINATION(S) FOR SUNNY ANDREW AWARDS**

Informational. The Section will submit their nominations for this award directly.

### **DISCUSSION REGARDING PSYCHOMETRIC TESTING AND WORKING WITH THE PSYCHOLOGY BOARD**

There was a request by the Psychology Board for the Social Work Section to provide a list of their concerns to them in writing for their review. George Kamps will draft a letter from the Section to the Psychology Board expressing the Section's concerns related to Psychometric Testing for review at the next meeting.

## **DISCUSSION REGARDING CAPSTONE FOR THE TRAINING CERTIFICATE**

This topic has been postponed to the next meeting.

## **SCREENING PANEL REPORT**

Crystal Berg reported the Screening Panel screened four cases, three needed more information and one was not opened.

## **DISCUSSION REGARDING KNOWLEDGE AND USE OF DSM IV ROLE IN DIAGNOSIS**

The Section had no additional information to be added at this time.

## **REVIEW OF INQUIRIES RECEIVED BY LEGAL COUNSEL**

Informational. John Schweitzer, Legal Counsel will respond to all correspondence and telephone inquiries identified at today's meeting.

## **SPEAKING ENGAGEMENT REQUESTS**

Jennifer Borup will be attending the WCSWE Conference to be held in October, 2003. Ms. Borup will also attend the Human Services Director's Meeting scheduled for August 22, 2003 where she will present information regarding continuing education and answer questions.

## **VISITOR COMMENTS**

None.

## **ADJOURN TO CLOSED SESSION**

**MOTION:** Jennifer Borup moved, seconded by Douglas Knight, to adjourn to closed session pursuant to Wisconsin Statutes 29.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed Stipulations, deliberate on administrative warnings; deliberate on hearings for denial of applications; review monitoring cases; review DOE cases, and consult with legal counsel. Roll Call Vote: Crystal Berg-yes; Jennifer Borup-yes; George Kamps-yes, Douglas Knight-yes. Motion carried unanimously.

Open Session recessed at 12:08 p.m.

## **RECONVENE INTO OPEN SESSION**

**MOTION:** Jennifer Borup moved, seconded by Douglas Knight, to reconvene into Open Session. Motion carried unanimously.

Open Session reconvened at 1:48 p.m.

## **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

### **DENIAL HEARING REGARDING KIMBERLY LEWIS**

**MOTION:** Jennifer Borup moved, seconded by George Kamps, to postpone the decision regarding Kimberly Lewis until additional transcripts are received and reviewed by the Section. Motion carried unanimously.

### **APPEARANCE AND APPLICATION REVIEW GINA SCHAEFER**

**MOTION:** Douglas Knight moved, seconded by Jennifer Borup, to approve the internship taken by Gina Schaefer. Motion carried unanimously.

## **STIPULATIONS**

### **GAIL E. WOLF**

**MOTION:** Jennifer Borup moved, seconded by Douglas Knight, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter of Gail E. Wolf. Motion carried unanimously.

## **APPLICATION REVIEW**

Applications were reviewed by the Section at a separate meeting on July 23, 2003 with Jan Neitzel.

**MOTION:** Douglas Knight moved, seconded by Jennifer Borup, to approve the applications approved, deny the applications denied, and to request further information on applications where needed. Motion carried unanimously.

## **APPLICATIONS – LICENSED CLINIAL SOCIAL WORKERS**

1. ANDERSON, MARIE-approved to take exam
2. BALDWIN, DANIEL-more info
3. BARBER, REBECCA-exam, denied
4. BAHR, TAMI-exam, denied
5. ESTERLINE, KIMBERLY-approved for licensure
6. GRAHAM, CHERYL- approved to take exam
7. GREER, LANETTA- approved to take exam
8. HENRICKSON, SARAH- approved to take exam
9. JARECKI, NANCY-approved for licensure
10. KUENZI, WAYNE-exam, denied
11. LAMBERT, MARGARET- approved to take exam
12. LE CLOUX, MICHELE-exam, denied
13. LAUDER, KRISTEN- approved to take exam
14. OFNER, LESLIE- approved to take exam
15. PARKS, TERESA- approved to take exam
16. PIMENTEL, LAURA-approved for licensure
17. RANDLE, PHYLLIS-denied for licensure
18. RICHGELS, CINDY-more information
19. SNYDER, SANDRA-denied for licensure

## **APPLICATIONS – SOCIAL WORKER TRAINING CERTIFICATE**

1. BOETTCHER-BEYER, JENIFER-experience 1 denied, 1 approved
2. BAKER, GLORIA-experience approved
3. BRUHN, GERORGETTE-approved to continue
4. GARCIA, SARAH-experience approved
5. GILBERTSON, TERRY-experience denied
6. JARZYNSKI, LORI-experience plan, more information
7. KRUEGER, LORI-experience approved
8. LARSON, GLENN-experience approved
9. MUELLER, MICHELE-courses approved
10. O'BEY, MARY-experience approved
11. PLITZNER, JENNIFER-request denied
12. RADKE, JENNIFER-experience approved
13. SHROCK, TRISH-experience approved
14. STRITTMATER, MATTHEW-experience plan approved

## **APPLICATIONS – SOCIAL WORKER HEARINGS**

LEWIS, KIMBERLY-more info  
SCHAEFER, GINA-swtc approved

## **APPLICATIONS – MISCELLANEOUS REVIEW**

DOBSON, KELLY-personal appearance requested  
KHARE, NIDHI-next month's agenda  
KRAUSE, SARA-personal appearance requested  
HANSEN, LORI-personal appearance requested

## **APPLICATIONS – CLINICAL FOCUS**

KITELINGER, LESLIE-approved  
PERATT, ANDREA-more information requested  
SKRZYPCHAK, MELISSA-approved

## **DOE - CASE STATUS REPORT**

The Division of Enforcement had no cases to close before the Section.

## **INFORMATIONAL ITEMS**

Noted.

## **OTHER SECTION BUSINESS**

### **REPORT OF AD-HOC COMMITTEE FOR CLINICAL SOCIAL WORK**

George Kamps shared with the Section that the Clinical Ad-Hoc Committee is planning on meeting by teleconference in the near future. Mr. Kamps will poll members via email regarding a possible date and time. Gina York will send George Kamps the email addresses for the Committee. Mr. Kamps will notify Kimberly Nania regarding the specifics for the teleconference so appropriate arrangements can be made.



## **DISCUSSION REGARDING MULTIPLE CREDENTIALS AND COMPUTER SYSTEM**

Douglas Knight informed the Section that when an individual moves to another level of credentialing it appears that their old one may still be on the system and they are getting renewal notices for that old credential level. Kimberly Nania will check if this is the case. If so, this is a waste of resources and should be corrected. Dr. Nania will update the Section at the next meeting.

## **DISCUSSION REGARDING REINSTATEMENT OF CREDENTIAL HOLDERS AFTER FIVE YEARS**

The Section stated its position that a person who is reinstated after five (5) years must retake both the national and state examinations if they have not been practicing in another jurisdiction during that time, or if they were originally grandfathered.

## **ADJOURNMENT**

**MOTION:** Jennifer Borup moved, seconded by Douglas Knight, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 2:30 p.m.